



PURTON MILLENNIUM HALL CONDITIONS OF HIRE
PLEASE KEEP FOR REFERENCE

Purton Millennium Hall, Village Centre, Church Street, Purton SN5 4DT

Purton Parish Council is the sole trustee of the Millennium Hall.
The Millennium Hall is owned by a registered charity, number: 305562
The Millennium Hall is open to all members of the community.

The person, organisation or association hiring the **Millennium Hall**, hereafter called the 'HIRER', will be responsible for ensuring all conditions herewith are complied with during the period of hire.

The Millennium Hall is available for hire from 8.30am to 12 midnight Mondays to Saturdays, 8.30am to 11pm Sunday. Extensions to 1am for a Friday night and to 2am for Bank Holidays and New Year Evening may be agreed.

1. Licensed capacity of the Hall is – 70 dancing only, or 50 closely seated (Please note only 50 chairs available). The main hall measures: 9 metres X 17metres
2. The Parish Council reserves the right to refuse any application to hire the hall. Only persons 21 years of age or over can hire the hall.
3. Payment in full is required at time of booking the **Millennium Hall**, including those for advanced and block bookings. The hire charges are those in force at the time of payment. Cheques should be made payable to PURTON PARISH COUNCIL.
Hire must include set up and clearing down time.
4. A returnable deposit of £50 in cash is one week prior to booking the **Millennium Hall** for Parties, Dances, Christenings and Weddings. The deposit will be returned to the HIRER if hall is left after the period of hire in a satisfactory clean and tidy state in accordance with these Conditions of Hire.
5. In the event of damage, accidental or otherwise, to the **Millennium Hall** or its contents as a result of the hire, the Parish Council reserves the right to charge the HIRER with the full cost to repair or replace the damaged items(s). This includes the misuse, theft or vandalism of fire extinguishers.
6. **CCTV in operation** - if hirers overstay period of hire payment to cover the overstay will be taken from the deposit.
7. In the event of cancellation, the following Refund (+deposit) will be given:
 - a) Cancellation up to 16 weeks before event 100% refund
 - b) Cancellation between 16 and 12 weeks before event 50% refund
 - c) Cancellation between 11 and 8 weeks before event 25% refund
 - d) Cancellation 7 weeks before event **No Refund**

If we are required to cancel the booking due to adverse weather conditions an alternative date will be offered. No monetary refund will be given.

8. The Parish Council reserves the right to cancel bookings in the event of:
 - the **Millennium Hall** being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election,
 - the Parish Council reasonably consider that (i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the **Millennium Hall** as a consequence of the hire.
 - the **Millennium Hall** becoming unfit for the use intended by the HIRER.

In such event, the HIRER shall be entitled to a refund of booking fee, but the Parish Council shall not be liable to the HIRER for any resulting direct or indirect loss or damages whatsoever.

9. The Millennium Hall is not Licensed for the sale of alcohol. If alcohol is to be sold on the premises the HIRER must obtain a Temporary Event License (TEN licences). The HIRER is responsible to ensure there is no overconsumption of alcohol on the premises.

10. The HIRER must obtain both the agreement of the Parish Council and prior written consent from the Licensing Authority at Wiltshire Council for the (i) use of LASERS for special display purposes, strobe lighting effects, naked flame, pyrotechnics or smoke machines and the (ii) exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952). All conditions attached to the consent from the Licensing Authority shall be observed.

11. Smoke Machines will set the fire alarms off - for which there will be a callout charge of £25.

12. The Hirer will provide via the service company, a copy of their public liability insurance cover for at least £5,000,000 to cover any accidents if a Bouncy Castle or the like is used on the premises during the event. The service provider must also ensure the castle is “manned” throughout hire period. A copy of the Public Liability Insurance cover certificate at the time of confirming the booking is required.

Any equipment/apparatus brought into the premises is the Hirers total responsibility. Purton Parish Council will not accept any liability or responsibility for any external equipment provided by the hirer

13. No animals are allowed except Guide Dogs any variation to these terms must receive official written agreement from Purton Parish Council.

14. PURTON PARISH COUNCIL’S SMOKING POLICY

Smoking inside our building is prohibited this includes smoking outside near entrances and exits.

The HIRER’S responsibilities are:

- a) Keys can be collected 15 minutes prior to the hire from the key safe boxes located next to the Village Hall front doors. The code to access the keys will be made available prior to hire after full payment has been received. Return of the keys after hire to the same location and posted through the black wall mounted post box.
- b) On the set of keys left for the hirer there is a key to unlock the padlock to remove the barrier if required.
It is the hirer’s responsibility to reposition and secure the barrier safely if removed during their hire.
- c) Not to use the Millennium Hall for any purpose other than that agreed when making the booking nor to sub-let or use the premises for any unlawful purpose or do anything that may endanger the premises or contents or endanger any insurance policies covering the premises or contents.
- d) Ensure the number of people at the function does NOT EXCEED the Licensed Capacity.
- e) Ensure there is no extreme or rowdy behaviour of the people attending the function that might cause damage to the Millennium Hall or its contents, nor cause antisocial behaviour or noise to occupiers of nearby houses or damage to their property. The person(s) in charge of the function shall not be under 21 years of age and must be on the premises for the duration of the hire.
- f) Not to use the Millennium Hall for performances or activities of an obscene or indecent nature or that may involve danger to the public.

g) NOT TO SELL, OR ALLOW TO BE SOLD, ANY ALCOHOL TO PERSONS UNDER THE AGE OF 18.

h) Comply with the fire regulations displayed in the Millennium Hall and ENSURE ALL GANGWAYS AND EMERGENCY FIRE EXITS ARE KEPT FULLY CLEAR AND UNLOCKED AT ALL TIMES during the period of the hire. HIRER should be familiar the location of the fire extinguishers and blankets (see attached plan) and ensure that the firefighting equipment is only used for its intended purpose.

i) IN THE EVENT OF FIRE (OR THE FIRE ALARM SOUNDING), INSTRUCT PEOPLE TO VACATE THE BUILDING IN AN ORDERLY FASHION TO THE FIRE ASSEMBLY POINT ON THE FOOTBALL PITCH. (Millennium Hall post code is SN5 4DT)

j) Ensure costumes worn by performers and their props, scenery, stage curtains or similar hangings to be of such a material and maintained such that they will not readily catch fire.

k) Not to bring any unauthorised heating appliances or flammable substances into the Millennium Hall.

l) That any electrical equipment brought in for use in the Millennium Hall is in good working order and is used in a safe and appropriate manner. Such equipment must have a current Portable Appliance Test (PAT) Certificate. No electrical leads are to be trailed across the floor or doorways unless securely fixed to the floor with appropriate tape to prevent a trip hazard.

m) Decorating the Millennium Hall avoid damage to the Millennium Hall or its fixtures and fittings. Use of Sellotape, glue, nails, screws, drawing pins, blue-tac and staples to fix decorations to the walls of the Millennium Hall is not permitted. All decorations are to be removed at the end of the function.

n) Record all accidents however minor in the Accident Book located next to the First Aid Station in the kitchen.

o) In the evenings, premises to be vacated not later than one hour after the function has finished

p) At the end of the hire, ensure the Millennium Hall and kitchen are left clean and tidy. All tables and chairs used wiped clean, kitchen surfaces and appliances used to be cleaned and any crockery etc washed clean, dried and returned to the cupboards. Kitchen waste to be bagged and placed in the Parish Council bins located in the courtyard of the Red House Club. (See route below to the wheelie bin)

q) Remove all personal property, equipment and any items or materials relating to their function.

r) Put away all tables and chairs used at the end of the function and stack as follows:

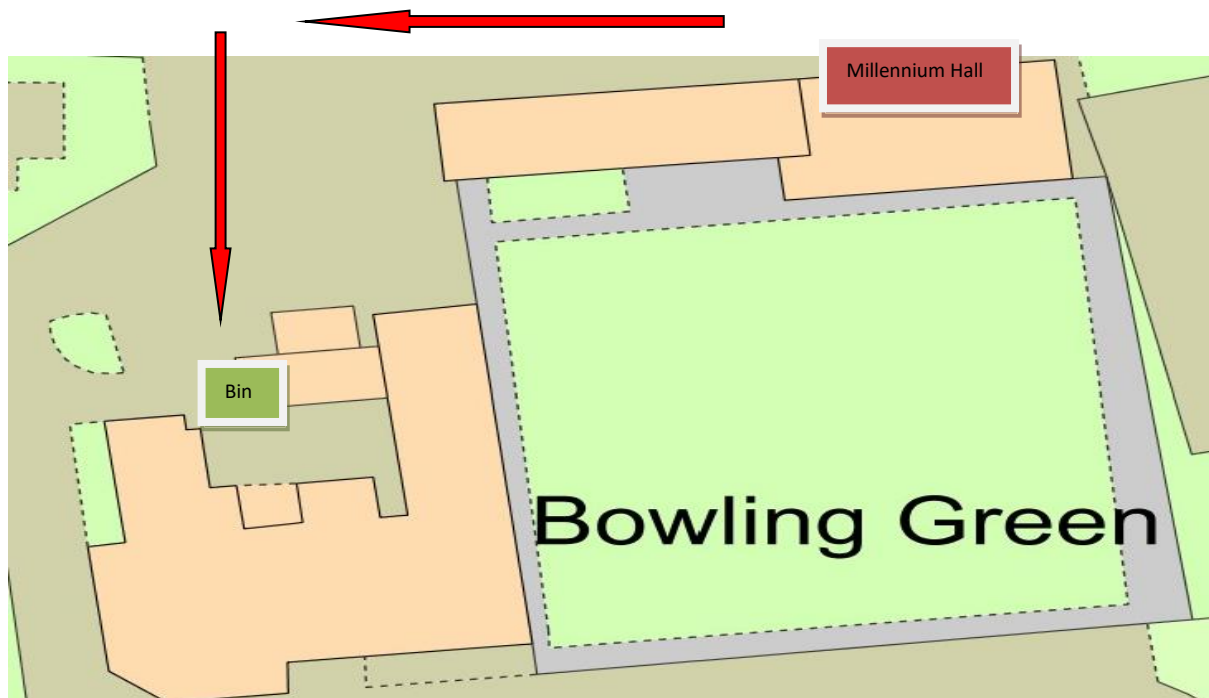
- 50 chairs to be stacked no more than 7 chairs in each stack
- Tables racked in the storage trolleys
- Return all chairs and tables to the storage room

If heating is required - press the advance button on the heating control panel located in the boiler cupboard in the kitchen, please press again to turn the heating off after hire.

PLEASE DO NOT ADJUST THE INDIVIDUAL HEATERS.

Please ensure that all water taps, electric lights are switched off, windows shut, and all doors are securely locked at the end of hire.

Direction to Wheelie Bin



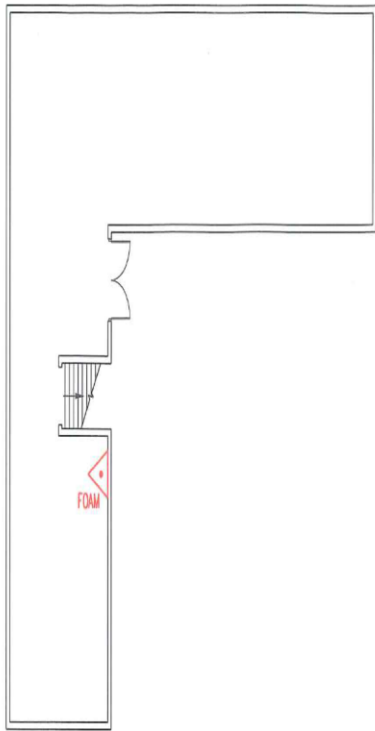
Millennium Hall heating control panel.



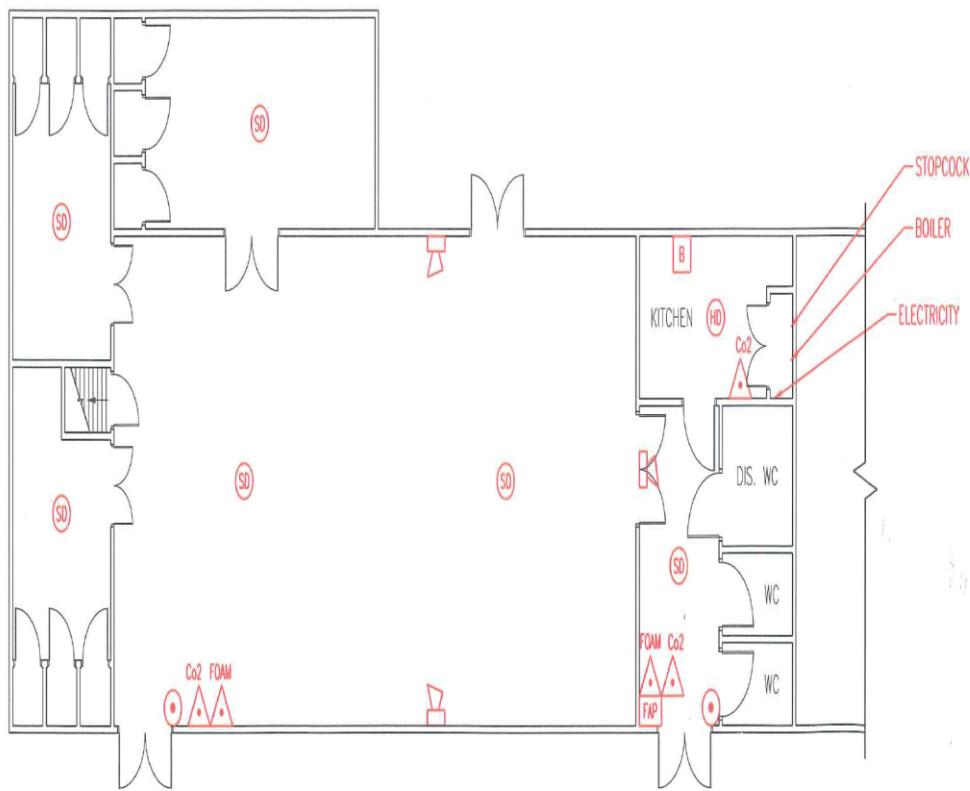
For regular hirers the timer has been programmed to heat the hall during the hire time.

For other hirers you will need to turn the heating on if required by pressing the advance button on the heating control panel, this is located in the boiler cupboard in the kitchen.

Please remember to turn the heating off at the end of hire by pressing the advance button.



LOFT ABOVE



GROUND FLOOR

MAIN GAS SHUTOFF VALVE IN METER BOX AT FRONT OF BUILDING →

- ⊙ BREAK GLASS UNIT
- R REMOTE INDICATOR
- FAP FIRE ALARM PANEL
- ⊙ SD SMOKE DETECTOR
- ⊙ HD HEAT DETECTOR
- SOUNDER
- △ FIRE EXTINGUISHER
- B FIRE BLANKET

Rev	Date	By	Description	Cl
RECORD DRAWING				
Project PLURTON PARISH COUNCIL				
Title PLURTON MILLENNIUM HALL FIRE ALARM DEVICE LOCATIONS				
Checked By		Drawing No.	Revised	
		PPDFA04		
Scale		Drawn	Date	
1:100@A3		R CHALLIS	17/09/09	

Plan of The Millennium Hall